

CIVIL RIGHTS FACT SHEET

Equal Employment Opportunity & Civil Rights Facts 2003

The Department of Agriculture’s Civil Rights Policy

- No person shall be discriminated on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status in employment or in any program or activity conducted or funded by the Department.
- To reach out in proactive ways to persons who have not participated equally in its programs and activities in the past.
- Not to participate in any public meeting in which persons are illegally discriminated against.
- To use positive examples of employment and program participation by minorities, women and other protected groups.

DEFINITIONS:

EEO (*Equal Employment Opportunity*) – Under EEO law, only job related factors can be used to determine if an individual is qualified for a particular job. As a result, Title VII of the Civil Rights Act of 1964 was created.

Title VII (of the Civil Rights Act of 1964) – Ensures nondiscrimination in *employment* on the basis of color, race, religion, sex, national origin, or reprisal for previous EEO activity. This title, as amended, established the EEOC (*Equal Employment Opportunity Commission*) to enforce law.

Discrimination - The word is often used to mean illegal discriminatory acts. It simply means noticing the differences between things or people that are otherwise alike; and making decisions based on those differences. We discriminate when we buy one product over another, when we choose our friends, and when we make personnel decisions based on merit related factors. All these forms of discrimination are legal and necessary.

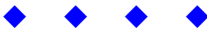
Civil Rights – The nonpolitical rights of a citizen; especially, the rights of personal liberty guaranteed to U.S. citizens by the 13th and 14th amendments of the Constitution and by acts of Congress.

Title VI (of the Civil Rights Act of 1964) - Ensures nondiscrimination in the *delivery of any program, service, or activity* funded by the Federal government.

CIVIL RIGHTS TEAM - Serves as an advisory body to the State Conservationist to promote and assist with the NRCS’s Civil Rights program implementation. Helps ensure equality for all employees, customers and partners.

MEMBERS OF THE VIRGINIA CIVIL RIGHTS TEAM:

Kilby Majette, Chairman	804-932-4376
Mike Faulk, Vice-Chair	434-848-2145
Delbert Southall, Secretary	434-983-4777
David Kriz	804-287-1646
Robert Smith	276-694-3121
Lori Hillman	276-597-2455
Greg Hammer	757-547-7172
Joe Thompson	540-825-4200
Dona Alvey	540-825-4200



SPECIAL EMPHASIS PROGRAMS – Refers to those programs which focus special attention on certain specific groups as a result of a particular law, regulation, and/or Executive Order.

SPECIAL EMPHASIS MANAGERS AND ADVISORS TO THE CR TEAM:

Pat Tyrrell	804-443-1118
<i>American Indian Liaison</i>	
David Faulkner	804-287-1664
<i>Hispanic Employment Program Manager & Asian Pacific Islander Program Manager</i>	
James Perkins	434-432-8146
<i>Black Emphasis Program Manager</i>	
Ginger Kopp	804-520-7229
<i>Federal Women’s Program Manager</i>	
Eugene Morris	434-542-5442
<i>Special Placement & Veteran’s Pro. Mgr.</i>	
Belinda Barnard	804-520-7229
<i>Outreach Liaison</i>	
Ray Dorsett	804-287-1649
<i>Team Sponsor</i>	
Pat Paul	804-287-1681
<i>Advisor - Public Affairs Specialist</i>	
Teresa Duncan	804-287-1666
<i>Advisor - Human Resources Manager</i>	
Mike Wooden	804-524-5470
<i>Advisor - USDA Liaison</i>	

WHAT TO DO IF YOU NEED TO FILE A DISCRIMINATION COMPLAINT

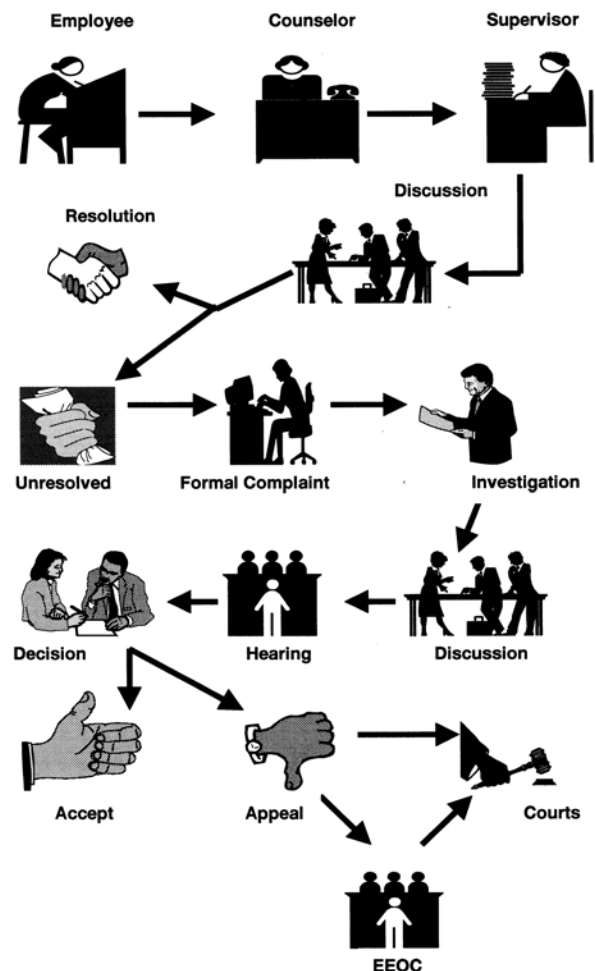
Equal Employment Opportunity

You must first contact an EEO Counselor within 45 days of the alleged discriminatory incident or of reasonably learning of the possible discriminatory nature of the incident. The EEO Counselor has 30 days to resolve the issue informally. If the matter has not been resolved, the aggrieved person shall be informed in writing by the counselor of the right to file a formal discrimination complaint. (see figure A)

To speak with an EEO Counselor contact:

NRCS Civil Rights Employment Division
Andrew Johnson, Jr.
Director, Office of Civil Rights
Beltsville, MD 20705 Mail Stop # 5472
Tel: 301/504-2181
Fax: 301/504-2175

Figure A – EEO (Title VII)



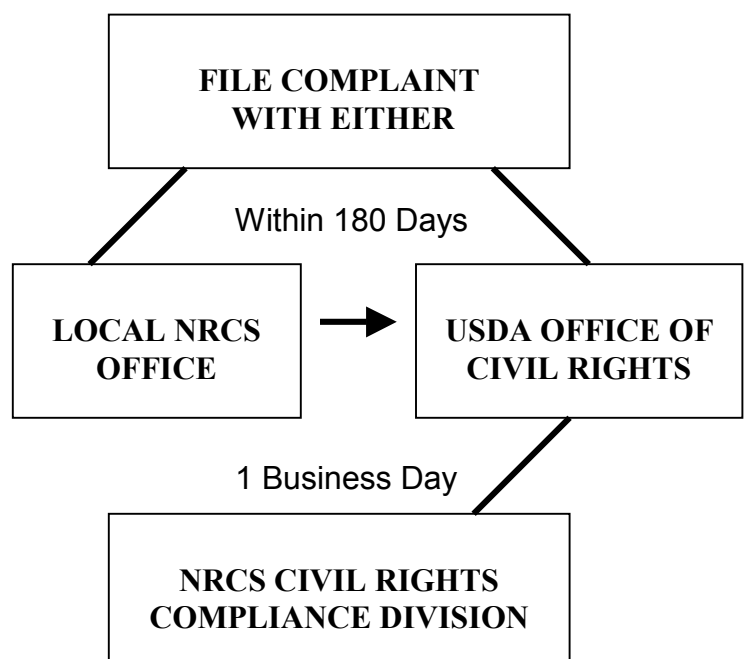
CIVIL RIGHTS

A complaint may be filed directly with the USDA Office of Civil Rights, or with the local NRCS office. It must be filed verbally or in writing within 180 days of the alleged discriminatory incident. If it is filed with the local office, the complaint will be forwarded to the USDA Office of Civil Rights (if not resolved) within one business day. In turn, they will forward it to the Director of the NRCS Civil Rights Compliance Division. The Director coordinates with the State Conservationist to prepare a response. NRCS has 24 days to respond to or resolve the complaint. (see figure B)

Call or write to file with the Office of Civil Rights:

USDA, Director, Office of Civil Rights
Whitten Building, Room 326W
14th and Independence Ave., SW
Mail Stop # 9410
Washington, DC 20250-9410
Tel: 202-720-5964
Fax: 202-720-8046

Figure B – Civil Rights (Title VI)



NRCS has 24 days to respond to the USDA Office of Civil Rights.
(Resolution is achieved within 180 days)

The United States Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice or TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.